



SBA Information Notice

TO: All Employees

CONTROL NO.: 5000-1084

SUBJECT: Updated Internal Revenue Service
(IRS) Contact Information and
4506-T

EFFECTIVE: 12/4/2008

The enclosure updates the contact points and telephone numbers for IRS Service Centers, which are to be used to request copies of IRS tax transcripts to verify business financial information included in SBA loan applications. This notice applies only to the 7(a) and 504 Loan Programs.

Attachment I provides IRS contact information for tax transcripts associated with Form 1040 and Form W-2. Attachment II provides contact information for transcripts associated with Form 1065 and Form 1120. Lenders are reminded that they may request tax transcripts from any of the listed IRS centers, not necessarily the one closest to them.

Lenders are also reminded that all SBA 7(a) and 504 related requests for IRS tax transcripts must be submitted to IRS Service Centers using the new IRS Form 4506-T. A copy of Form 4506-T is available on SBA's Intranet site (<http://yes.sba.gov/forms/>) and the SBA Banking site (<http://www.sba.gov/banking/>). Please note that SBA's logo must be included at the top of the form to ensure SBA related requests are expedited and to ensure there will be no charge for the transcripts.

Questions or concerns may be directed to IRS contact Cassandra L. Blackwell at 816-325-3853, e-mail: Cassandra.L.Blackwell@irs.gov, Robert Shearer at 816-291-9727, e-mail: Robert.G.Shearer@irs.gov, or SBA contact Lenn Fagan at (202) 205-6301, e-mail: leonard.fagan@sba.gov.

Grady B. Hedgespeth
Director
Office of Financial Assistance

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SBA Form 1353.1 (12-93) MS Word Edition; previous editions obsolete
Must be accompanied by SBA Form 58

Attachment I

IRS Service Campus Addresses, Managers, and Phone Numbers

(Form 1040 series and Form W-2)

IRS CAMPUS	ADDRESS	MANAGER	PHONE	FAX
Andover	310 Lowell St. Stop 679 Andover, MA 01810	Helen Furey – Manager Peter R St. Pierre – Lead Amanda Walton-Lead	978-247-9251 978-247-9250	978-247-9255 978-247-9256 978-247-9257
Atlanta	4800 Buford Hwy. Stop 91 Chamblee, GA 30341	Cindy Hardigree – Manager Tammy Nutt - Lead	770-455-2320 770-455-2325	770-455-2412
Austin	3651 S. Interregional Hwy. Stop 6716 Austin, TX 78741	Suzanne Terrill – Manager Angel Hsu - Lead	512-460-2255 512-460-2888	512-460-2272
Cincinnati	P.O. Box 145500 Stop 2800F Cincinnati, OH 45250	Christina Pickett – Manager Virginia True - Lead	859-669-2126 859-669-3585	859-669-3592
Fresno	5045 E. Butler Ave Stop 37106 Fresno, CA 93727	Team 1 Helen Cabera – Manager Linda J Wade – Lead Team 1 Team 2 Kim Rockwell – Manager Rosa Torres – Lead Team 2	559-456-5888 559-456-5889 559-456-5891 559-456-5892	559-456-5876
Kansas City	333 W. Pershing Rd. Stop 6705 S-2 Kansas City, MO 64108	Latifa Hisham – Manager George Rankin – Lead Brian Duffy – Manager Josephine M. Brown - Lead	816-325-3719 816-325-3713 816-325-3718 816-325-3721	816-292-6102
Ogden	P.O. Box 9941 Stop 6734 Ogden UT 84409	Ben Johanson – Manager Violet Henrie - Lead	801-620-6001 816-620-7873	801-620-6922

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Attachment II
All other Transcripts
(Form 1065 and 1120 series)

If individual lived in or the business was in:	Mail or fax to the Internal Revenue Service at:	Manager	Phone	Fax
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming	RAVIS Team Mail P.O. Box 9941 Stop 6734 Ogden, UT 84409	Ben Johanson	801-620-6001	801-620-6922
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAVIS Team P O Box 145500 Stop 2800F Cincinnati, OH 45250	Christina Pickett	859-669-2126	859-669-3592

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